

DD/s

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REGULATION

CONFIDENTIAL

VOUCHERED FUNDS

AUG 22 1957

ADVANCES OF VOUCHERED FUNDS FOR OFFICIAL TRAVEL

SYNOPSIS: This regulation prescribes policy and procedures relative to advances of voucherred funds for official travel.

Rescission: Paragraph C of CIA Regulation No.

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A. POLICY

- a. Agency personnel authorized to perform official travel may be advanced voucherred funds pursuant to the provisions of the Travel Expense Act of 1949, as amended (5 U. S. C. 834); Executive Order 10069 dated 14 July 1949, as amended; and section 13 of Standardized Government Travel Regulations.
- b. Agency personnel authorized to perform official travel (including travel for temporary duty) may be advanced voucherred funds in an amount estimated to cover per diem while away from official station or permanent post of duty, mileage allowance when the use of a privately owned conveyance is authorized, and other reimbursable travel costs which the traveler may be required to pay. Personnel transferred for permanent duty from one official station to another within the United States, its Territories or possessions, may be advanced voucherred funds, when consistent with cover, to meet the estimated cost of transportation, packing, crating, or temporary storage of household effects, as well as for travel (exclusive of per diem) of dependents in connection with the transfer.

c. LIMITATION OF ADVANCES

No advance funds shall be made in an amount less than \$25.

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2. PROCEDURE FOR OBTAINING AN ADVANCE

Requests for advances shall be initiated and processed as follows:

- a. Personnel desiring an advance of vouchered funds to finance official travel shall prepare Standard Form No. 1038 - Revised, Application and Account for Advance of Funds.
- b. The original of SF 1038, signed by an authorized approving officer, shall be attached to a signed copy of the employee's travel order, and forwarded to the Chief, Fiscal Division, Office of the Comptroller, at least two working days prior to commencement of travel.
- c. In the event the Fiscal Division determines that an indemnity bond is necessary, the date of the bond, and the date the bond was filed with the Agency, shall be stated under "Remarks" on SF 1038. The indemnity bond premium shall be paid by the traveler and claimed as a reimbursable expense in the travel voucher.

3. ACCOUNTING FOR ADVANCES

- a. In the event travel is canceled or indefinitely postponed, any advance made shall be immediately refunded in full.
- b. The employee shall submit a travel voucher, Standard Form No. 1012 - Revised, Travel Voucher, promptly upon completion of the travel for which the funds were advanced. The amount of the advance shall be deducted from the amount due the employee on the travel voucher. However, employees in a continuous official travel status may retain the funds advanced for the duration of such status.
- c. When the amount of the travel advance exceeds the reimbursable cost of the travel shown on the travel voucher, the excess shall be refunded by the traveler either in cash or by personal check, money order, or bank draft made payable to the Treasurer of the United States, and delivered to the Travel Branch, Fiscal Division, Office of the Comptroller.
1. In the event the advancee fails to refund any unexpended balance of an advance within the established time limit, any of the following appropriate collection actions shall be taken:

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EXPLANATION

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- (1) Set-off of salary due,
- (2) Claim against the bonding company,
- (3) Deduction from any amount due the addressee or his estate by the United States Government, or
- (4) Any other legal method of recovery as may be expedient under the circumstances.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Signed,

L. E. WHITE
Deputy Director
(Support)

DISTRIBUTION: AB

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